



# Special Event Policy

A GUIDELINE FOR PUBLIC SPECIAL EVENTS

*Approved by the City of Lawrenceville on October 6, 2014*

## Policy Statement

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Special Events provide opportunities to promote community engagement, help build a sense of place, showcase local and regional talent, enrich cultural opportunities, draw visitors to Lawrenceville, generate economic impact and establish an active Downtown.

The City of Lawrenceville recognizes the benefits and opportunities made available through Special Events. Therefore, the City seeks to facilitate, promote, coordinate and /or participate in Special Events that provide a benefit to the larger community and fit within the capacities of the Lawrenceville Lawn and Downtown Square.

Any public gathering or Special Event that requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, stages, tables, bleachers, tents, streets, temporary barriers or boundaries or as otherwise defined herein must first submit a Special Event application and obtain approval from the City of Lawrenceville. Permission to use the Lawrenceville Lawn, Parade Routes or the granting of any road closures does not necessarily entitle an organization to exclusive use of said area.

This Policy is intended to work in concert with all other applicable rules, regulations, laws, and ordinances of the City of Lawrenceville and other applicable governmental entities. Should a conflict between this policy and other City policies arise, City policy will prevail.

## Terms & Definitions

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### ***City Sanctioned Special Event***

Any activity sponsored and produced by the City of Lawrenceville. City sanctioned events are exempt from the event application process.

### ***Non-Sanctioned Special Event***

Any activity sponsored by an organization or individual for profit or non-profit, other than the City of Lawrenceville, held on public property and designed for entertainment, competition, amusement, or social, ethnic, religious and/or cultural awareness that:

- a. Requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, stages, streets, tables, bleachers, tents, temporary barriers and/or boundaries.
- b. Impedes the normal flow of traffic.
- c. Impedes the enjoyment or use of the property by the general public.

Such events require a Special Event Permit issued by the City through the Special Event Application.

### ***City Support Services***

Services provided by the City of Lawrenceville to ensure that a Special Event is conducted in such a way as to protect the safety, health, property and general welfare of the public and integrity of public grounds. Services may include security/police, public works, set-up, clean-up, event consulting, etc.

### ***City Event Coordinator***

Staff person, or designee, responsible for overseeing the application process and obtaining acceptance or denial, based on input from appropriate City departments. The City Event Coordinator will act as a liaison between the Event Organizer and the affected departments within the City of Lawrenceville as may be necessary.

### ***Event Organizer***

Person(s) designated as the authorized head of the organization or individual responsible for the proposed event.

### ***Event Selection Committee***

An appointed group of individuals chosen to ensure that the submitted Special Event application upholds the Special Event Policy set by the City of Lawrenceville.

### ***Public Assembly***

Any meeting, demonstration, picket line, rally, gathering as defined by the City's Parade and Assemble Ordinance that does not require restricted or exclusive use of any portion of a facility as a Special Event.

### ***Ticketed Event / Admission Event***

Any Special Event in a City facility that requires a fee to be paid by a patron to enter or participate in the event.

## **Criteria for Evaluation**

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The criteria for evaluating and scheduling community festivals and Special Events are as follows:

1. Completeness of application and event layout.
2. Professionalism of Special Event application, layout and presentation.
3. Impact and cost of event on public health, surrounding businesses or residences, environment, welfare, safety, and City support services.
4. Occurrence of the same or similar event(s) as well as potential conflicts with previously approved events.
5. Ability for the Lawrenceville Lawn to remain open to users and function as a public venue.
6. Previous history of Event Organizer in facilitating Special Events.
7. Ability of Event Organizer to achieve City goals and objectives as identified by Council.
8. **IMPORTANT: Event applications with road closure requests will be carefully considered as road closures impact traffic flow and City businesses.** Road closure requests will only be considered for government agencies and non-profit organizations (must provide written proof of 501© status in Georgia).

**NOTE for 501© non-profit organizations ONLY:** Those organizations requesting road closures around the immediate Courthouse Grounds associated with an event on the Courthouse Grounds will need to have previously received road closure approval from City Council for a minimum of 5 consecutive years on the Square.

**All applications shall be submitted by the Event Organizer.** Additional information may be requested by the Event Selection Committee upon initial review of an application. The City will review all applications to ensure a complete and appropriate process has been followed. Written approval of select applications will be issued after the application and annual event calendar has been reviewed by the Event Selection Committee and related City Department heads and approved by City Council. The City of Lawrenceville reserves the right to approve or deny the application based on the City's evaluation criteria. Approval may include conditions or stipulations to address or mitigate any potential issues.

## Classes of Special Event Permits

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*(Estimates of required staff hours to be determined by the City of Lawrenceville based on application)*

**Class A Permit:** A Special Event that requires more than 200+ additional staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is more than 10,000 persons within a consecutive 24 hour time period.

**Class B Permit:** A Special Event that requires between 100-200 additional staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is between 5,001 and 10,000 persons within a consecutive 24 hour time period.

**Class C Permit:** A Special Event that requires between 50-99 additional staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is between 2,001 and 5,000 persons within a consecutive 24 hour time period.

**Class D Permit:** A Special Event that requires less than 50 additional staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is between 501 and 2,000 persons within a consecutive 24 hour time period.

**Class E Permit:** A Special Event that requires less than 50 additional staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is 500 persons or less within a consecutive 24 hour time period.

**NOTE: The City reserves the right to be the final authority regarding estimates of attendance or need for additional staff hours.**

## Application Process and Policies

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The City of Lawrenceville Event Coordinator must receive a completed Special Event Application, event layout and processing fee during the open application window:

- ALL Events must apply no less than 180 days from the proposed date of the event to be eligible for consideration.

**NOTE: No events other than City-sanctioned events, will be permitted in January or February due to the potential of inclement and/or cold weather conditions on outdoor facilities. Applications should be MAILED or HAND-DELIVERED to:**

City of Lawrenceville  
Attn: Events – Economic Development Dept. [4<sup>th</sup> Floor]  
70 South Clayton Street / PO Box 2200  
Lawrenceville GA 30046

After the application has been reviewed and recommended by the event coordinator and payment has been received, the Event Selection Committee will review and consider each event. The Event Organizer may be contacted during this step to schedule a more formal presentation, and additional items may be requested. Final approvals will first be communicated at Council Meeting and followed up with a letter of acceptance to the respective event organizer.

**Please reference the Step-by-Step check list located in the Special Event APPLICATION packet separate from this POLICY.**

The following are rules, regulations and details related to the City’s event policy.

**1. Parade - 5K run/walk, and Road Closure procedures**

Please refer to the attached pre-approved parade routes. To be eligible for a parade, 5K run/walk permit, you must use one of the two attached pre-approved parade routes. Road closures will be determined based upon completeness of an application and Lawrenceville City Council approval. *Please refer to point 8 in the “Criteria for Evaluation” section above for further detail.*

**2. Fees**

- a. **Processing Fee:** \$50 non-refundable – required by all applicants; to be included with application
- b. **City Fees:** See chart below

**City Fees: Lawrenceville City fees are non-refundable and paid 10 days from the date of approval of application. Failure to pay fees may result in a dismissal of application. Fees are cumulative according to the outline below.**

	NON-REFUNDABLE FEE	NON-REFUNDABLE FEE	NON - REFUNDABLE FEE	INSURANCE REQUIREMENTS
<b>CLASS</b>	Permit Fees (Lawn Only)	City Staff charges: deposits for Police and/or Public Works	Sanitation transfer station tipping fee ( <i>see NOTE below</i> )	Combined single-limit per occurrence
<b>Class A</b>	\$2,000	\$40/hr/officer	\$550	\$1,000,000
<b>Class B</b>	\$1,000	\$40/hr/officer	\$350	\$1,000,000
<b>Class C</b>	\$750	\$40/hr/officer	\$250	\$1,000,000
<b>Class D</b>	\$500	\$40/hr/officer	\$150	\$1,000,000
<b>Class E</b>	\$250	\$40/hr/officer	\$100	\$1,000,000

**\*The number of officers per event will be determined by the City.**

\*The City will determine necessary staffing requirements for the event; (i.e. Police, security, traffic, and Public Works) beyond their normal daily routines. Additional costs beyond the permit fee will be based on actual hours and will be invoiced to the event organizer following the event. Please note that the City will put forth its best effort to keep essential services within the fee structure outlined in this policy.

\*\*As there are no pavilions or indoor facilities on the lawn, the City will not accept applications for "Lawrenceville Lawn Use" that call for private individual events such as birthdays, family reunions, weddings, wedding receptions etc.

**PLEASE MAKE CHECKS PAYABLE TO:** City of Lawrenceville, 70 South Clayton Street PO Box 2200, Lawrenceville GA, 30046

Fees charged by the City for use of facilities are intended to cover maintenance due to wear and tear, initial supplies, water, electricity, etc. The City reserves the right to obtain additional fees for other arising or unusual expenses as it deems necessary.

**3. *Ticketed / Admission Events – This is IN ADDITION TO fees noted above.***

Any Special Event held in a City facility that requires a fee to be paid by a patron to enter/participate in the event is considered a ticketed / admission event. For all ticketed / admission events, a fee shall be paid to the City of Lawrenceville based on gross ticket or admission fees at the rate of 10%. (ex. 500 tickets sold at \$5.00 per ticket equals \$2500.00 gross sales. The City will receive a Ticket Event Fee of \$250.00). This fee shall be due and payable to the City immediately after the conclusion of the event and will incur a 10% penalty if not paid within thirty (30) days after the conclusion of the event. The City reserves the right to conduct an audit of applicant's revenue in order to verify gross ticket / admission fees and will pursue all legal remedies for collection of under reported fees.

**4. *Insurance***

A comprehensive liability insurance policy with a minimum one million dollar (\$1,000,000) combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the City of Lawrenceville, specifically as an additional insured under the policy is required for ALL events and from all food, snack and business vendors at each event. Do not include specific departments or persons. **A Certificate of Insurance from the event organization is required 10 days from date of approval.** All other vendor Certificates of Insurance are due no less than 15 business days prior to the scheduled event. The City of Lawrenceville must RECEIVE notice of any changes or cancellation by certified mail or hand-delivery no less than 30 days from date of event. 100% of all fees will be required for any cancellations submitted less than 90-days out.

**5. *Sanitation***

A transfer station tipping fee for sanitation shall be submitted to the City of Lawrenceville for ALL events. All trash/sanitation services are provided by the City at the cost of the Event Organizer and/or Organization responsible for the event.

**6. Restroom Facilities**

For all events of 4 hours or more in duration, portable toilets will be required for all events on the Lawrenceville Lawn. Portable toilets will be a requirement for any event where alcohol is served and for any race, walk, or run. One toilet per 200 persons will be the ratio. In compliance with the Americans with Disabilities Act, at least one portable toilet is to be handicap accessible. It is the Event Organizer's responsibility to make all arrangements (drop-off and pick-up) and pay any fees related to portable toilet rentals.

**7. Medical**

Medical personnel will be required to be on site for all events. EMT, RN, LPN or paramedics may serve for Class C, D, or E events. REN, LPN or paramedics must serve for Class A or B events. Medical staff/ supplies are the responsibility of the Event Organizer. A letter of confirmation signed by the service provider of choice, on the service provider's letterhead, shall be submitted by the event organizer to the City's event coordinator no less than 15 business days prior to the event.

**8. Electricity**

Specific requirements for the use of electricity must be submitted with the application. Electricity is NOT available without permission from the City of Lawrenceville. For projects that utilize large amounts of electricity, the City reserves the right to require additional payment for electricity used at the event.

**9. Sound Systems**

Sound system equipment is the responsibility of the organization holding the event (ie- Event Organizer). The City Event Coordinator must be notified in writing of any intended use of a sound system during the event. All amplified sound must conclude by 10pm EST. in accordance with City Ordinance.

**10. Alcoholic Beverage Sales and Consumption**

Alcoholic beverage sales and consumption are ONLY permitted on the Lawrenceville Lawn [in compliance with State law and the City's alcohol ordinance] through the Special Use Permit (SUP) process and in conjunction with a state-licensed, City-approved vendor. Attendees to events on the Lawrenceville Lawn will NOT be permitted to bring their own alcohol onto the premises. Any illegal consumption of alcohol on the Lawrenceville Lawn or on any City property without an SUP may result in fines and/or action taken by the local authorities. Please contact the City's Planning and Zoning Dept. (678.407.6583) for SUP requirements.

The event organizer must also apply for and receive an alcoholic beverage license from the Georgia Department of Revenue before alcoholic beverage deliveries can be made to the event. Please note that this can be a lengthy process so plan accordingly. All required licensing and insurance pertaining to the serving of alcoholic beverages must be obtained by the event organizer. NO glass containers are allowed. All beverages must be served in plastic cups, aluminum cans, or plastic bottles through the state- and city-approved alcohol vendor. ALL alcohol must remain within the boundaries of the Lawrenceville Lawn.

### **11. Use of Private/Public Parking Spaces**

All parking must be confirmed with the Event Coordinator. It will be the responsibility of the Event Organizer to gain written confirmation for the use of private parking areas for use with the Lawrenceville Lawn. The event organizer must provide written documentation 15 business days prior to the event, signed by the property owner of approval to use private property for any reason as part of the event.

Event Organizers may not reserve or charge for parking in public spaces. All publicity material, both printed and electronic, shall include a diagram indicating available parking.

### **12. Event Equipment and Layout**

The following is additional information and rules for compliance during lawn use:

- The City of Lawrenceville does NOT provide a stage for any special event. It will be the event organizers responsibility to acquire a stage and coordinate set-up and break down. Stage requirements and specs (including weight, dimensions and electrical requirements) should be submitted to the Event Coordinator for review and approval prior to rental. The City reserves the right to have any unauthorized stages removed from the premise due to potential infrastructure damage of outdoor facilities.
- Tables, chairs, stages, bleachers, tents and other set-up equipment are permitted on the lawn with prior approval.
- A general layout of the event area, including locations of tables, chairs, tents, stages, vendor set-up, portable restrooms, road closures, parking plans, and other equipment must be submitted with the application. A formal detailed layout must be given 30 days prior to the event.
- Tables and chairs are NOT provided by the City of Lawrenceville.
- At no time may cars or trucks be driven onto the lawn.
- Work vehicles like gators, carts, children's trains, or golf carts may be used in specified areas upon approval of the Events Coordinator.
- Stakes are NOT permitted for any tent or inflatable at any time.
- All tents and inflatables must be secured with weights for wind restriction.
- Damage to the Lawn due to high traffic or improper preparation or set-up may result in additional fees to replace damaged areas of turf.
- The City reserves the right to cancel the event should any requirements of the Special Events Policy or the Special Events Application are not met.

### **13. Fire Safety Plan**

Any tent over 400 square feet is required to have an inspection and final approval from the Gwinnett County Fire Marshall's Office prior to the event. **Please call The Gwinnett County Fire Marshall's Office at (678) 518-4960 for more information concerning this process.** The event organizer will be required to provide all tent specifications to the Special Events Application. A letter of confirmation signed by the Fire Marshall's office, on Gwinnett County letterhead, shall be submitted by the event organizer to the City's event coordinator no less than 15 business days prior to the event.



#### **14. Food Sales**

Any intention to sell food must be indicated with the application. All vending equipment must remain on brick, asphalt or concrete areas, NOT ON THE GRASS. It is the responsibility of the event organizer to contact the Health Department and obtain any necessary permits. Glass bottles are not allowed on the Lawrenceville Lawn at any time. A letter of confirmation signed by the Health Dept. ([Carolyn.Simonton@gnrhealth.com](mailto:Carolyn.Simonton@gnrhealth.com) or 770.339.4283), on Gwinnett County Dept. of Health letterhead, shall be submitted by the event organizer to the City's event coordinator no less than 15 business days prior to the event.

**\*Please Note: Food Trucks are only permitted to operate within the City of Lawrenceville during City Sanctioned Special Events, or during Non-Sanctioned Special Events approved by the Event Selection Committee.**

#### **15. Lawn Clean-Up**

It is the responsibility of the event organizer to remove all items from an event at the conclusion of the event as quickly as possible. This includes all tents, rentals, and any item brought to the lawn for the event. Any rentals or equipment not removed on the same day of the event must be removed by noon on the first day following the event. This includes all tents, sound equipment, portable restrooms, trash containers/trailers, POD's, generators, dumpsters, carts, utility vehicles, etc.

#### **16. City Ordinances and Park Rules**

Please read the Lawrenceville Lawn Rules and Regulations page attached to the Special Event application.

#### **17. Signage**

All marketing materials, placement of signs, etc. to advertise the Special Event must first be approved by the Event Coordinator before being distributed. Marketing materials must be submitted to the Event Coordinator 30 days prior to the event. **NOTE: All signage must comply with the City sign ordinance. Failure to comply with all of these policies and procedures will result in revocation of permit (see next section).**

## **Revocation of Permit**

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The City of Lawrenceville shall have the authority to revoke any permit upon the violation of the conditions set forth in this policy and the Special Events Application and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or his or her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property. Any event with outstanding fees from a prior year will not be permitted to hold their event until all fees are paid. Failure to comply with any or all of the policies set forth in this document could result in fines to be determined by the City.

## Modification of Policies

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The City of Lawrenceville reserves the right to waive, modify, and/or amend these Policies, in whole or part, at any time solely at the City's discretion. This may occur by formal written action of the City Management.

By signing below, I agree to the terms and conditions set forth in this policy.

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***Event Organizer Signature***

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***Date***